

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

[Your Name]

Objective

[Describe your career goal or ideal job.]

Professional Accomplishments

[Field or Area of Accomplishment]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Accomplishment]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Accomplishment]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Accomplishment]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Employment History

[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]

Education

[Date of graduation]	[Degree]	[School Name], [City, ST]
----------------------	----------	---------------------------

1